

# The Association of the UK School of Professional Toastmasters

## Code of Dress

The AUKSPT has adopted a **Code of Dress** standard in order to enhance our professional reputation, present an image which reflects favourably on our fellow Members, and to distinguish us from those with incorrect, little or no training. It is therefore of the utmost importance that the first and continuing impression Members give is both impressive and correct.

The maintenance of standards is encapsulated in one of the basic tenets of our **Code of Ethics** which states “Membership involves a two-way responsibility; on one hand, accepting recognised standards of professional conduct; and on the other, recognising the need for monitoring such standards by other members of the Association.”

This **Code of Dress** is primarily based on that contained in the training manual of the UK School of Professional Toastmasters. Detail in bold type is the expected standard; notes in normal type show options or are advisory.

**THE COAT - is a red tailcoat** (*but see paragraph below regarding that worn in the City of London*). **For a correct fit the points of the front of the coat should come just below the points of the waistcoat (Fig 1), and the bottom of the tails should be at the back of the knees (Fig 2). The sleeve length should allow about half an inch of shirt cuff to be seen when the arms are at the sides (Fig 3).**



Fig. 1



Fig 2



Fig.3

The lapels can be either plain or silk faced. The buttons can be either plain polished brass or red cloth covered. When buying a tailcoat, always try it on whilst wearing the shirt and waistcoat to ensure a correct fit. The same applies for a fitting if the coat is being made to measure.

In the City of London it may be required that a black tailcoat is worn, together with a red and white sash from the right shoulder to the left hip (Fig 4). The buttons on a black tailcoat are never polished brass.



Fig 4

**THE SHIRT** - is white cotton with a Marcella front panel and cuffs, a high wing collar and fastened with shirt studs and cuff links. The cuffs should show about half an inch below the tailcoat sleeve when the arms are at the sides (Fig 3).

The cuffs are usually single, but some shirts are made with double cuffs; these are best avoided, as they tend not to have a side vent, which is designed to make the fastening of the shirt studs easier. The high wing collar may be attached or separate. It is usual for there to be a tag at waist level with buttonholes to allow fitting to a button sewn inside the waistband of the trousers. This assists in preventing the shirt from riding up in use. Lady Toastmasters may wish to refer to the Secretary for further advice.

**THE TIE** – is white Marcella to match the shirt and waistcoat.

It can be ‘ready tied’ or for self-tying. The points of the wing collar are normally worn behind the bow tie (Fig 5).

**SHIRT STUDS AND CUFF LINKS** – are to be uniform in style and can be plain white Mother of Pearl, plain white Mother of Pearl with gold, or plain gold.

**THE WAISTCOAT or VEST** - is white cotton Marcella and is backless. It is fastened with three white Mother of Pearl buttons at the front and secured with a detachable elastic waistband around the waist. It has lapels and two vest pockets. The points of the waistcoat should not show below the points of the tailcoat (Fig 1).

It is normally a single-breasted garment, but some are double-breasted and these do not necessarily have points. Most have an elastic loop at waist level on the inside to attach to a button sewn inside

the waistband of the trousers, or for the tag on the front of the shirt to pass through before the tag is so attached.

**THE TROUSERS – are black with one or two black stripes (two is formally correct) down the side of the leg. They should be of the ‘high-waisted’ style so that the waistband of the trousers is at all times covered by the waistcoat.**

The waistcoat loop assists in keeping the waistband correctly covered. For Lady Toastmasters, whilst trousers are the preferred mode of dress, a long black skirt is also acceptable.

**THE SOCKS – are plain black and of sufficient length to ensure that no bare leg is displayed when seated.**

Silk, wool or cotton are recommended as opposed to a man-made fibres. Lady Toastmasters may be more comfortable in black tights.

**THE SHOES – are plain patent leather or plain very highly polished natural leather with or without a toecap.**

**THE COLLARETTE of the Association is to be worn with pride. It is worn under the waistcoat, by placing around the neck before putting on the waistcoat.**

The length of the ribbon may be adjusted for personal preference (Fig 5). Experience has shown that the ribbon is not suitable to be dry-cleaned, but can be kept clean and smart with careful hand washing and a light pressing.



Fig 5

**THE GLOVES - are of white cotton, usually with 3 tucks sewn into the back to give them shape and with a white or white Mother of Pearl fastening button.**

Gloves are normally always worn, but may be carried when appropriate. When buying gloves buy a slightly larger size to allow for shrinkage when washed.

**OPTIONAL ITEMS –**

Miniature service medals or insignia of awards or honours may be worn on the left lapel of the tailcoat. No other badges may be worn, with the exception of the Association collarette.

A white cotton or silk handkerchief may be worn in the top pocket of the tailcoat, either flat or peaked, but not gathered or ‘flounced’.

A pocket watch in a waistcoat pocket and a watch-chain across the waistcoat, or just to one side may

be worn. Alternatively a pocket watch may be worn with the chain attached to the trousers.

**CARE OF YOUR UNIFORM IS ESSENTIAL** - *It will give you good service if you look after it and keep it in pristine condition. Your 'whites' should be laundered for each function and will appear much crisper if lightly starched before being pressed. Trousers and coat should be professionally cleaned regularly and replaced when past their best. To complete the immaculate image, pay attention to personal grooming and hygiene so that not only do you look the part, but you also feel confident.*